



**GUSTAVUS PUBLIC LIBRARY**  
**PO BOX 279 GUSTAVUS, ALASKA 99826-0279**  
**PHONE (907) 697-2350 FAX (907) 697-2249**  
e-mail [melisa.gomb@gustavus.lib.ak.us](mailto:melisa.gomb@gustavus.lib.ak.us)  
[leann.weikle@gustavus.lib.ak.us](mailto:leann.weikle@gustavus.lib.ak.us)

### GUSTAVUS PUBLIC LIBRARY INTERNSHIP DESCRIPTION

Internship dates: August 15-18, 2023  
\$13.50/hr, up to 28 hours per week

This position opens for application on: August 2, 2023  
This position closes for application on: August 9, 2023

#### **Duties include but are not limited to:**

- Assisting in planning and preparing Literacy Camp activities.
- Preparing materials ahead of time for each day's program.
- Setup and cleanup of daily activities.
- Assisting in daily programs, and leading activities such as read-alouds and games with children under the supervision of library.
- Recording data, taking photos, and assisting children with literacy camp activities.

#### **Requirements:**

- Applicants must be at least 14 years of age.
- Applicants must be reliable, self-starters, and able to work well with children and families.
- Applicants must be available August 15-18, from 8:30am-3:30pm.
- Must be able to show up on time and work with enthusiasm and effort.

#### **Work Hours:**

August 15-18, from 8:30am-3:30pm. (7 hours/day for a total of 28 hours for the week).

**Work Location:** The majority of work will take place at the Gustavus Public Library. Some activities may take place outdoors next to the library. There may be limited off-site tasks, such as distributing flyers to the school or town bulletin boards.

**Supervisor:** LeAnn Weikle, Public Services Librarian

**Employment applications** are available at the library and at City Hall and must be returned to the City Hall by August 7, 2023. There is a locked mail box at City Hall's front door where you can insert your application.

The City of Gustavus is an Equal Opportunity Employer.